



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
(203) 797-4525
(203) 797-4586 (FAX)

FOR OFFICE USE ONLY

DATE REC. _____

FILE NO.: _____

APPLICATION FOR SPECIAL EXCEPTION & SITE PLAN APPROVAL ONLY

ACCESSORY APARTMENT IN ONE FAMILY DWELLING

1. Applicant:

Name: _____ Phone _____

Address: _____

City: _____ State: _____ Zip: _____

a. Applicant's interest in the property (circle one)

Owner Option Holder Apartment resident Other(describe) _____

b. If applicant is not owner, give name, address and daytime number of owner(s):

Name: _____ Phone _____

Address: _____

City: _____ State: _____ Zip: _____

2. Agent:

Name: _____ Phone _____

Address: _____

City: _____ State: _____ Zip: _____

3. Zoning Regulations section(s) authorizing special exception: _____

4. Site Location:

Street Address: _____ Assessor's Lot #: _____

Descriptive location: Property is located on the (north) (south) (east) (west) from street, and distant approximately _____ feet (north) (south) (east) (west) from _____ (nearest intersection).

5. Zoning District(s) of site: _____

6. List all municipalities within five hundred (500) feet of subject property (if any): _____

7. Does the property contain wetlands? ____ Yes ____ No. If Yes, on what date was the application submitted to the Environmental Impact Commission: _____

8. Is the property or any portion thereof located within a floodplain zone? ____ Yes ____ No. If Yes, and work is proposed in the floodplain zone, a Floodplain Permit will be required from the Planning Commission in accordance with Section 7.A of the Zoning Regulations.

9. In accordance with the Zoning Regulations of the City of Danbury, the applicant/owner certifies, by its signature on this application, the following (check all)

- ☐ Only one efficiency or one-bedroom accessory apartment will be located in said residence as part of the principal dwelling;
- ☐ The principal dwelling shall be owner-occupied;
- ☐ No exterior alteration, other than entranceways and other alterations required by building codes, shall be made to the principal dwelling;
- ☐ No exterior entrance or other alterations shall be made to the front of the original dwelling;
- ☐ All residences on the lot shall be served by public water and sewer services;
- ☐ The total floor area of the accessory apartment shall not exceed 500 square feet or 25% of the total floor area of the principal dwelling, whichever is less;
- ☐ No home occupation shall be conducted in either the principal dwelling or accessory apartment;
- ☐ One additional off-street parking space shall be provided for the accessory apartment, and
- ☐ The Special Exception approval shall be filed on the Danbury Land Records prior to issuance of a Certificate of Zoning Compliance (per Section 10.C.3.(d)).

10. The Applicant/Agent shall submit the following:

- ☐ One original of this application.
- ☐ A Special Exception filing fee of **\$300.00** payable to the "City of Danbury".
- ☐ One Copy of the Legal Description of the subject property.
- ☐ A list of Names and correct mailing addresses of all owners of land included within, adjacent to, and across the street from the boundaries of the subject property.
- ☐ Plain business-sized envelopes addressed to all above referenced property owners.
- ☐ An Affidavit stating when and by whom the Tax Assessor's records were examined and stating that the list of property owners is complete.
- ☐ A Waiver to Site Plan Requirements filing fee of **\$35.00 plus a \$30.00** State land use fee (as required by Section 22a-27j(a) of C.G.S.).

- ☐ Five (5) copies of a Plot Plan, prepared by a land surveyor, professional engineer, architect, or landscape architect, licensed and registered in the State of Connecticut, that provides the following:
 - ☐ total tract boundaries and dimensions of the property drawn in accordance with an applicable Class A-2 survey, including scale, north point and easements;
 - ☐ location of existing and proposed building(s), structure(s), sidewalks, driveways and parking, including one additional parking space to serve the accessory apartment;
 - ☐ existing and proposed setback distances;
 - ☐ the location of one additional parking space, drawn to scale, as required;
 - ☐ certification of connection to public water and sewer services;
 - ☐ indication of total floor area of both accessory apartment and principal dwelling; and
 - ☐ all other information and graphic details necessary to determine compliance with these Regulations.

Such plot plan shall be sufficient in scale for the Planning Commission and Zoning Enforcement Officer to determine that all requirements of the Zoning Regulations have been met. The plot plan requirement is waived if a site plan is submitted in accordance with Section 10.D. of these Regulations in which case the application fee shall be increased to **\$200.00 (or \$150.00) plus a \$30.00** State land use fee (as required by Section 22a-27j(a) of C.G.S.).

11. The Planning Commission and the Department of Planning and Zoning reserve the right to require such additional data, information and documentation on the Plot Plan, or submission of a Site Plan in accordance with Section 10.D.3 of the Zoning Regulations, when deemed necessary to determine compliance with applicable regulations and specifically, conformance with Section 10.C.4 of the Zoning Regulations.
12. Upon submission of the Plot Plan, the applicant/agent hereby requests the Planning Commission waive the detailed requirements for Site Plan Review as noted in Section 10.D.3 of the Zoning Regulations.

All applicable fees shall be combined in one check made payable to "City of Danbury". I hereby acknowledge the above information is true, complete and correct to the best of my knowledge.

Owner/Option Holder Signature

Date

Applicant/Agent Signature

Date

Submission of a special exception application and supplemental documents does not assure approval of the application. All required data must be included in conformance with all applicable regulations of the City of Danbury.